

# Toft Parish Council

I hereby give notice that the 830th meeting of Toft Parish Council will be held on Monday 3 November 2025 in the People's Hall, Toft at approximately 7.15 pm following the William Eversden's Charity (Allotments) meeting

The Public and Press are invited to be present. Members of the Public are welcome to attend and may speak under the Open Public Session only

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder

Mr Ben Stoehr  
Clerk, 27/10/25

## AGENDA

**Comments and observations from members of the public on items on this agenda only and reports from the District and County Councillors**

### 1. Apologies for absence and declaration of interests

- 1.1 To receive written apologies and reasons for absence
- 1.2 To receive declarations of interests from councillors on items on the agenda
- 1.3 To receive written requests for dispensations and to grant any dispensations

### 2. To approve the minutes of the last meeting

### 3. To consider any matters arising from the last or a previous meeting including

- 3.1 (3.1) Overgrown cycleway – to consider response from County Councillor if received
- 3.2 (3.2) Finding Fitness – update on responses received from residents and next steps <sup>(ST)</sup>
- 3.3 (3.4) Dogs in field notices – update <sup>(ED)</sup>
- 3.5 (3.6) Musical equipment action - update <sup>(MY)</sup>
- 3.6 (3.6) Youths on motorcycles – report on meeting with Comberton Parish Council <sup>(ED. ST)</sup>
- 3.7 (5.3) Bench at the Drift – to consider report and recommendation on fixings <sup>(GH)</sup>
- 3.8 (7.8) Proposal to start a new Speed Watch Group <sup>(MY)</sup>
- 3.9 (7.8) Report on enquiries about police speed van/fixed speed camera <sup>(BH)</sup>
- 3.10 (7.9) Toft Village Hero Award – update and to consider purchase of plaque <sup>(MY)</sup>

### 4. To consider correspondence received requiring the Council's attention

- 4.1 Resident – Speeding in School Lane
- 4.2 Asset of Community Value - Methodist Church, High Street – Notification of owner's intention to dispose of the asset
- 4.3 SDCD Street Trading Policy consultation (Deadline 24 November)
- 4.4 CCC winter gritting scheme – request for volunteers

### 5. Finance, Procedure and risk assessment and use of delegated powers

- 5.1 To consider the finance report and approve the payment of any bills
- 5.2 To receive play inspection reports and consider any work required <sup>(BH)</sup>
- 5.3 To consider any matter which is urgent because of risk or health and safety
- 5.4 To consider a draft IT policy

### 6. To consider any Planning or Tree works applications or related items received

- 6.1 Planning applications received – to be considered
- 6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
- 6.3 SDCD planning decision notices and appeal notifications and applications for information only
- 6.4 Tree works applications
  - 6.3.1 25/1107/TTCA – 3 Hardwick Road

### 7. Members items and reports for information only unless otherwise stated

- 7.1 Village Maintenance <sup>(MY)</sup>
- 7.2 Highways including report on 20 mph application and outcome of enquiries about LHI application for MVAS equipment <sup>(ED)</sup>
- 7.3 Toft People's Hall <sup>(ST)</sup>
- 7.4 Footpaths <sup>(EM)</sup>
- 7.5 Defibrillator report <sup>(ST)</sup>
- 7.6 Birdlings liaison <sup>(AC)</sup>
- 7.7 Lot Meadow <sup>(MY)</sup>

### 8. Closure of meeting

## Clerk report to Toft Parish Council meeting on 3 November 2025

2. To approve the minutes of the last meeting on 6 October – attached

4. Correspondence

4.1 Resident – Speeding in School Lane

“Today on School Lane once again {Redacted} has witnessed numerous vehicles cars and vans speeding. He does believe you might have witnessed this yourself as he thinks he saw you walking passed our house, same time as a black van was speeding. Shortly after this a lady was walking with a baby in a pram and heaven forbid something one day will happen, especially with so many children playing on the lane each day and even old people who walk on the lane, we assume from the home.

Obviously the 20mph signs are not working (or people just don't understand them) and we believe further action is required for better awareness of the 20mph speed limit which the vast majority are ignoring.

Can this again be brought up at the monthly Parish Council meeting and again stress to people who live on the lane and in the village it is 20mph for everyone's safety! And that is for everyone, not certain vehicles being exempt.”

4.2 Asset of Community Value - Methodist Church, High Street – Notification of owner's intention to dispose of the asset

Attached.

4.3 SCDC Street Trading Policy consultation (Deadline 24 November)

“On 3 September 2025, South Cambridgeshire District Council's Licensing Committee agreed to consult on proposed revisions to the Council's Street Trading Policy. The Licensing Committee will consider all feedback received and will determine which, if any changes will be made to the Street Trading Policy in the new year. The existing policy and general information about the street trading regime can be viewed here: [Street trading licences - South Cambs District Council](#).

A copy of the proposals are detailed in the attached in the Word document, and it is requested that your comments are added into the appropriate “Responses” box and the document returned, alternatively a reply via email.

Please note any feedback must be received no later than Monday 24 November”.

Draft amendments document attached.

4.4 CCC winter gritting scheme – request for volunteers

**“This is a request for winter volunteers for this winter season 2025-2026.**

We would like to take this opportunity to say a big thank you to all the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time, this is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council decides on specific routes in their area which are important to the local community and agrees them with the county council.

**If you are a parish or town council looking to join the scheme, please send your completed form by 31<sup>st</sup> October 2025.** The end of October deadline is to ensure we can order any equipment your volunteers will need.

We will need a form for each of your volunteers, including those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

**See below for a link to the Community Gritting registration form:**

[http://cambridgeshire-self.achieveservice.com/service/Community\\_gritting\\_registration\\_form](http://cambridgeshire-self.achieveservice.com/service/Community_gritting_registration_form)

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

If you would prefer a paper form, please let me know.

If you spot a grit bin that is empty or running low, please let us know through our [online reporting tool](#).”

Other

(3.7) Public notice board for the Birdlings and request for new bin

Sabre Estates have responded that this has been passed to the Estate Manager to respond to.

5. Finance, Procedure and risk assessment and use of delegated powers

5.1 To consider the finance report and approve the payment of any bills

Attached

5.3 To consider any matter which is urgent because of risk or health and safety

None at the time of writing.

5.5 To consider the draft IT Policy

Attached. This attached draft is based on the Capalc model which has been previously circulated.

6. Planning Applications received

\* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council.

The planning portal for new applications can now be found at <https://applications.greatercambridgeplanning.org/>

The Parish Council may choose its own wording to show whether it agrees with an application or not and can now both support/approve or object/ refuse etc parts of the same application

The Parish Council should include material planning reasons why the Council take this stance via its comments.

The Parish Council *does/does not*\* request that the application be referred to the District Council Planning Committee \*(please delete)

Material planning reasons:

Planning reasons:

6.1 Planning applications - to be considered

None at the time of writing.

6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted

None.

6.3 SCDC planning decision notices and appeal notifications and applications for information only

6.3.1 24/02174/CONDA – 66 School Lane – Submission of details required by condition 3 (Zinc cladding of planning permission 24/02174/HFUL – Condition discharged in full.

6.4 Tree works

6.4.1 25/1107/TTCA – 3 Hardwick Road

**7. Members items and reports for information only unless otherwise stated**

7.2 Highways including report on 20 mph application and outcome of enquiries about LHI application for MVAS equipment <sup>(ED)</sup>  
Cllr Darbyshire to report.

**8. Closure of meeting**



Toft Parish Council  
c/o Ben Stoehr  
30 West Drive,  
Highfields Caldecote,  
Cambridgeshire,  
CB23 7NY

Transformation  
Our ref: CRTB/2025/005  
Your ref: Notice of Receipt of Intent to Sell  
Date: 14 October 2025

Contact: Emma Dyer  
Tel: 01954 713070  
Email: [Partnerships@scambs.gov.uk](mailto:Partnerships@scambs.gov.uk)

**Section 95(2) Localism Act 2011 (“the Act”)  
The Assets of Community Value (England) Regulations 2012 (“the Regulations”)**

Dear Mr Stoehr,

**Re: Methodist Church, High Street, Toft, Cambridge, CB23 2RL**

This letter is to inform you that the Owner of the above asset has given to the Council notice pursuant to section 95(2) of the Localism Act 2011 of their intention to enter into a relevant disposal of the asset.

The List has been updated and is available to view on the Council’s website via the following link:  
<https://www.scambs.gov.uk/community-and-people/assets-of-community-value>

In accordance with section 97 (4) the Council is making arrangements to publicise the matters set out above in the area where the asset is situated, namely **Toft**. Subject to certain exceptions, a person who is an owner of land included in a local authority’s List of Community Value must not enter into a relevant disposal of the land (as defined in section 96 of the Act) unless each of conditions A to C set out in section 95 of the Act is met. These are set out below:

Condition A is that that person has notified the local authority in writing of that person’s wish to enter into a relevant disposal of the land

Condition B is that either-

- (a) The interim moratorium period of 6 weeks, beginning with the date of receipt of notification under Condition A, has ended without the local authority having received during that period, from any community interest group, a written request for the group to be treated as a potential bidder in relation to the land, or
- (b) The full moratorium period of 6 months, beginning with the date on which the local authority receives notification under Condition A, has ended.

Condition C is that the protected period (meaning 18 months beginning with the date on which the local authority receives notification in Condition A) has not ended.

In the event that the Council receives from a community interest group a written request for the group to be treated as a potential bidder in relation to the land, the Council must, as soon after receiving the request as is practicable, either pass on the request to the owner of the land or inform the owner of the details of the request. The form for community groups wishing to express an

interest in being treated as a potential bidder is available on the Council's website via the above link. The 6-week interim moratorium will end at **midnight on Thursday 20 November 2025**

Inclusion in the list is a local land charge for the purposes of the Local Land Charges Act 1975.

**Further information**

Further information about Assets of Community Value can be found on the Council's website in the Guidance and Procedure Document via the above link. This includes details about the 'Listing Review' and information about the planning permissions required for drinking establishments, including those with expanded food provision (previously Class A4, now treated as 'Sui Generis'). Further information about all aspects of the Assets of Community Value legislation can be found on the Council's website via the above link.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Emma Dyer', is positioned above the printed name.

Emma Dyer

**Development Officer**

# Consultation - Proposed Amendments to Street Trading Policy Autumn 2025

## Parish/Town Council Details

### 1. Types of Street Trading Consent (Ice Cream Vans)– Paragraph 4

#### Proposed Changes:

To introduce a new “Ice Cream Trader” consent. The scheme would be similar to the consented premises trader, in that the application once approved would cover the whole District. All ice cream vans would need to be consented as would all vendors and assistants.

The consent would be subject to additional conditions:

- the trader must have obtained permission from the parish/town council to trade in the location.
- No trading to take place within 50 metres of schools during term hours/times unless express permission has been obtained by the school.
- No trading to take place after 19:30, and loudspeaker chimes to be operated only between the hours of 12:00 and 19:00
- the loudspeaker is operated solely for informing members of the public (otherwise than by means of words) that the commodity is on sale from the vehicle.

#### Note:

Proposed restrictions regarding chimes are as per the Code of Practice on Noise from Ice Cream Van Chimes Etc. in England 2013, details of which can be found here: [Code of practice on noise from ice-cream van chimes - GOV.UK](#)

#### Rationale:

The enforcement and licensing of ice cream traders has been a challenging one, having attempted to pinpoint locations in such rural areas. *(An applicant currently must specify which streets they intend to trade in, with so many parish areas within the district, this can be over burdensome for an applicant, considering the trading may only take place for a very short period in each location. In addition, specifying precise locations would be very difficult, if not impossible to be enforced. Proving this flexible approach will provide a simpler and transparent approach and avoid traders straying into areas they are not permitted by their consents.)*

This more flexible approach will allow trading to take place on all areas approved by the appropriate parish or town council, and a 15-minute trading limit will allow for businesses to have a fair share of customers as visits to

- the loudspeaker is so operated as not to give reasonable cause for annoyance to persons in the vicinity.
- the chimes should not last more than 12 seconds and played once only on the approach to each stopping place (or 'selling point'), only once when the van is stationary, and never at intervals of less than 2 minutes. Chimes should be played only as often as is necessary to let customers know that the commodity is on sale from the vehicle.
- the chimes should not be played when in sight of another van (whether moving or stationary) which might reasonably be taken to be in the street for trading purposes.
- chimes should not be played when within 50 metres of schools (during school hours), hospitals, and places of worship (on Sundays and other recognised days of worship)
- chimes should not be louder than 80 dB(A) at 7.5 metres, and not as loudly in quiet areas or narrow streets as elsewhere.
- No trading (by the consented company) in any location for more than 15 minutes, and to not return to that street/location within 24 hours.

the locations can be spaced throughout the day. In addition, this will provide more choice for consumers and residents and avoid the need to restrict trading in certain villages or wards/parishes to just one trader, therefore supporting our key objective of supporting local business.

Any trader operating without the consent of the parish/town council would have their consent revoked.

**Note: Proposed restrictions regarding chimes are as per the Code of Practice on Noise from Ice-Cream Van Chimes Etc. in England 2013**

## Responses

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## 2.Suitability of applicant - Paragraphs 8 and 10

### Proposed Change:

To assist with the “fit and proper” test, require applicants and any employees involved in the street trading operation to provide a basic DBS on application/renewal and every 3 years thereafter.

### Rationale:

To ensure safeguarding concerns can be addressed, and ensure applicants are “fit and proper” to hold a street trader consent as required in the policy.

### Responses

## 3.Application Requirements (Highways Consent) - Paragraph 10

### Proposed Change:

To require an applicant to provide written consent from Highways for on-street locations with the application. To require written permission from the owner for privately owned locations, to be submitted with the application.

### Rationale:

Obtaining Highways approval prior to application will ensure the location is considered safe and suitable for trading and may help address safety issues with consultees.

### Responses

#### 4. Application Requirements (Permission from landowner) – Paragraph 10

**Proposed Change:**

To require written permission from the owner for privately owned locations, to be submitted with the application.

**Rationale:**

This will allow for a more efficient licensing process as consent from the owner of the property or location can be evidenced on application.

#### Responses

#### 5. Application Requirements (Food Hygiene Training)- Paragraph 10

**Proposed Change:**

To specify the only recognised training for food safety are:

- Level 2 Food Safety in Catering
- Level 2 Food Hygiene
- Level 2 Food Safety and Hygiene

**Rationale:**

To ensure that training has been undertaken to an appropriate and relevant standard.

#### Responses

## 5. Duration of Consents - Paragraph 12

### Proposed Change:

To remove the common expiry date of 31 March, and to issue consents for 12 months from date of issue.

### Rationale:

This will provide greater efficiency, as not having to pro-rata application fees which can then be submitted with the application form. This will also remove the renewal pinch-point and should provide more resources to assist applicants throughout the year.

### Responses

## 6. Revocation of a Street Trading Consent - Paragraph 18

### Proposed Change:

To allow revocation of consents to be determined at officer level (Principal Officer or Service Manager) and allow an appeal of the decision to Licensing Panel.

### Rationale:

To facilitate a more efficient and timely revocation process.

### Responses

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### Rationale:

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### Responses

# TOFT PARISH COUNCIL

## INFORMATION TECHNOLOGY POLICY

### 1. **Purpose**

This policy defines how Toft Parish Council manages its use of information technology, in line with the Transparency Code for Smaller Authorities (2015) and the 2025 edition of the Practitioners' Guide. It ensures the Council's digital operations are transparent, secure, and compliant with data protection laws.

### 2. **Scope**

This policy applies to all **councillors, employees, volunteers, and contractors** who access or manage the Council's IT resources, including but not limited to:

- Desktop and laptop computers, tablets and smartphones
- Email and cloud-based systems
- Council website, social media and digital publication tools
- Video conferencing and messaging platforms
- Personal devices used under Bring Your Own Device (BYOD) provisions

### 3. **Governance and Oversight**

IT Oversight: The Clerk is the designated Data Protection Officer (DPO) and IT Systems Administrator. The Council oversees implementation, security and compliance.

### 4. **Data Protection and Security**

All processing of personal data shall comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (or subsequent legislation).

**Privacy Policy:** All data collection, processing and subject rights are governed by the Council's Privacy Policy, available on the Council's website. All users must familiarise themselves with it.

*\*Appendix: Allotment Privacy Statement; Contact Privacy Statement; Councillor Privacy Statement; Employee Privacy Statement; Hirers' Privacy Statement; Job Application Privacy Statement; Neighbourhood Plan Privacy Statement; Data Protection Policy; Privacy Statement.*

**Access and Storage:** Data is stored securely, with access granted only to authorised personnel based on necessity.

*\*Appendix: Data Protection Policy*

**Retention:** Personal data will be retained in accordance with the Council's Data Retention Schedule and securely deleted when no longer needed.

*\*Appendix: Retention of Documents Policy*

## **Security Controls:**

- Password protection and multi-factor authentication where applicable
- Regular updates and anti-malware software
- Backups of essential data in secure locations.

## **5. Use of Personal Devices (BYOD)**

**Authorised Use Only:** Councillors and staff may use personal devices for Council business only if explicitly authorised and subject to compliance with this policy.

**Security Requirements:** Devices must be protected by strong passwords, encryption (where possible), and up to date antivirus software.

Access to Council data on personal devices must be controlled and subject to regular review.

**Data Separation:** Council data must be kept separate from personal data using dedicated apps or storage areas.

## **6. Use of Personal Email Addresses**

**Prohibited Practice:** The use of personal email accounts for Council business is strictly prohibited. All Council correspondence must be conducted through official Council provided email addresses. Emails from Council owned domains must not be forwarded to personal email addresses.

**Monitoring and Compliance:** Any breaches will be investigated, and appropriate measures taken in line with the Council's disciplinary or governance procedures.

**Email Retention:** All Council emails will be stored in compliance with the GDPR and Freedom of Information requirements.

## **7. IT Infrastructure and Support**

**Asset Register:** Maintained for all Council owned hardware and software.

**Maintenance:** All devices must be regularly updated and checked for compliance with this policy.

**Training:** Users will be given training on IT systems, cybersecurity, data handling and transparency responsibilities as required.

## **8. Monitoring and Review**

**Annual Review:** This policy will be reviewed annually, or sooner if legislation or requirement changes.

**Audits:** Periodic internal audits will check for compliance with security and transparency requirements.

## **9. Data Breach Process and Protocols**

The Parish Council is committed to responding promptly and effectively to any data breaches to minimise risk and comply with UK GDPR requirements.

*\*Appendix: Data Breach Form*

## **10. Definition of a Data Breach**

A data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Examples include:

- Loss or theft of devices containing personal data
- Unauthorised access to Council email accounts or files
- Sending personal data to the wrong recipient
- Malware or ransomware attacks compromising Council systems

### **10.1 Reporting a Breach**

**Immediate Notification:** Any Councillor, employee or contractor who becomes aware of a data breach must report it immediately to the Clerk (Data Protection Officer).

**Initial Response:** The Clerk will assess the severity and scope of the breach and determine if mitigation steps are required (eg changing passwords, disabling access, enabling Two-Factor Authentication).

### **10.2 Investigation**

A full investigation will be conducted by the Clerk or designated officer within 72 hours of the breach being discovered.

The breach will be logged, including:

- Date and time of breach
- Type and volume of data affected
- Cause and extent of the breach
- Actions taken to address the breach

### **10.3 Notification Requirements**

If the breach is likely to result in a risk to the rights and freedoms of individuals, the Council must notify the Information Commissioner's Office (ICO) within 72 hours.

If the breach poses a high risk to the individuals affected, those individuals must also be informed without undue delay, outlining:

- The nature of the breach
- Likely consequences
- Measures taken to mitigate the task
- Contact information for further support

### **10.4 Remediation and Review**

The Clerk or Council will ensure lessons are learned and policies, procedures or training are updated as necessary.

Technical fixes or security upgrades will be prioritised to prevent recurrence.

Breach logs will be reviewed periodically to identify systemic issues.

**11. Approval and Adoption**

This policy was adopted by Toft Parish Council on  
and will be reviewed annually or following a significant incident or legislative  
change.

Signed:

Martin Yeadon (Chair of the Parish Council)

Date:

Ben Stoehr (Clerk to the Parish Council)

Date: